

# Notice of Intent to Sue

Date: \_\_\_\_\_

**To:**

Name of Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_

**From:**

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Subject: Notice of Intent to Sue – Personal Injury Claim**

Dear Mr./Ms. \_\_\_\_\_,

This letter serves as a formal Notice of Intent to Sue pursuant to my claim for personal injuries sustained on or about \_\_\_\_\_ at or near \_\_\_\_\_.

As a result of your actions or omissions, I suffered the following injuries and damages:

\_\_\_\_\_  
\_\_\_\_\_

Despite previous attempts to resolve this matter amicably and in good faith, a fair settlement has not been reached. Please consider this your final opportunity to settle this claim. If a mutually agreeable settlement is not achieved within \_\_\_\_\_ days of your receipt of this notice, I will proceed to initiate legal action without further notice.

Please contact me or my legal representative at your earliest convenience to discuss settlement or to request documentation supporting my claim.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

*This **Notice of Intent to Sue** template is designed to help individuals formally notify the responsible party of a personal injury claim. It clearly outlines the intent to pursue legal action if a fair settlement is not reached. Using this template ensures your communication is professional and legally effective.*